

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TRANSFER EXAMINATION STAFF SERVICES ANALYST (General)

WHO MAY APPLY

This is a transfer examination for the Commission on Teacher Credentialing (CTC). Competition is limited to employees of the CTC who meet the requirements for lateral transfer to the Staff Services Analyst (SSA) General classification. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfer. Applicants must currently have, or previously have had, a permanent civil service appointment to be eligible to participate. Classes with transfer range of SSA include those with a maximum monthly salary of \$3109 or higher.

FINAL FILING DATE

Testing is considered **continuous** as dates can be set at any time.

FILING INSTRUCTIONS

All applicants must submit an Staff Services Analyst Transfer Exam Request Form (HR 94), available on the CTC intranet or in the Office of Human Resources, and must be filed in person or by mail with:

Commission on Teacher Credentialing
Attention: Office of Human Resources
1900 Capitol Avenue
Sacramento, CA 95811-4213

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.
DO NOT SUBMIT A STANDARD STATE APPLICATION (STD 678).**

SALARY RANGE

Range A: \$2817 - \$3426 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3050 - \$3708 per month. This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst (General) or Staff Services Analyst, Fair Political Practices Commission, or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing analytical personnel, budget, or administrative duties similar to those of a Staff Services Analyst.

Range C: \$3658 - \$4446 per month. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; and may apply to persons who have the equivalent of 18 months of satisfactory experience outside the State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the SSA Transfer Exam Request Form (HR 94). You will be contacted to make specific arrangements.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

Appropriateness of later transfer to the SSA class will be determined, by the Office of Human Resources, upon receipt of the completed SSA Transfer Exam Request Form (HR 94).

**EXAMINATION
INFORMATION**

The examination will consist of written test weighted pass or fail. A passing score on the written transfer exam is indefinite.

Unsuccessful candidates may be tested only once during a twelve-month period.

SCOPE

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios

**INQUIRIES ABOUT
THIS EXAMINATION**

All inquiries about this examination should be directed to Kathryn Polster at (916) 324-3937.

GENERAL INFORMATION

THE COMMISSION ON TEACHER CREDENTIALING reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact The Commission on Teacher Credentialing, Office of Human Resources, (916) 327-0742, two weeks after filing his/her application if he/she has not received a test notice.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

Policy of Nondiscrimination on the Basis of Disability and
Equal Employment Opportunity Statement

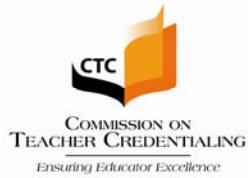
The Commission on Teacher Credentialing does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Mary Butera, Director, Office of Human Resources, 1900 Capitol Avenue, Sacramento, CA 95811-4213, has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided there under, are available from the ADA Coordinator.

**Commission on Teacher Credentialing
Office of Human Resources - 1900 Capitol Avenue
Sacramento, CA 95811-4213
Telephone (916) 327-0742**

California Relay (Telephone) Service for the Deaf or Hearing-Impaired:

From TDD phones: 1-800-342-5966
From Voice phones: 1-800-324-5833

TDD is Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device



NOTICE OF TESTING

EXAM TITLE: **Staff Services Analyst (General)**
EXAM BASE: **Transfer Examination**
FINAL FILE DATE: **Continuous**

This is to announce the anticipated testing schedule for the continuous examination named above. Transfer Exam Request Forms, HR94 must be POSTMARKED by the application deadline indicated below. Transfer Exam Request Forms postmarked, personally delivered, or received via interoffice mail after the deadline will be held for the next examination.

APPLICATION DEADLINE

November 9, 2007

WRITTEN TEST DATE

December 11, 2007